



## Executive Committee | Agenda

10 a.m., Wednesday, March 12, 2025

CAPCOG Lantana Room

6800 Burleson Road, Building 310, Suite 165, Austin, Texas 78744

Judge Brett Bray, *Blanco County*, **Chair**  
Mayor Pro Tem Doug Weiss, *City of Pflugerville*  
**1st Vice Chair**  
Judge Ron Cunningham, *Llano County*, **2<sup>nd</sup> Vice Chair  
and Parliamentarian**  
Mayor Pro Tem Steve Hougen, *City of Granite Shoals*,  
**Secretary**  
Mayor Lew White, *City of Lockhart*, **Immediate Past  
Chair**  
Commissioner Clara Beckett, *Bastrop County*  
Council Member Kevin Hight, *City of Bee Cave*  
Commissioner Joe Don Dockery, *Burnet County*  
Judge Hoppy Haden, *Caldwell County*  
Judge Dan Mueller, *Fayette County*  
Council Member Ron Garland, *City of Georgetown*

Commissioner Walt Smith, *Hays County*  
Council Member David McDonald, *City of Leander*  
Commissioner Steven Knobloch, *Lee County*  
Council Member Frank Ortega, *City of Round Rock*  
Mayor Jane Hughson, *City of San Marcos*  
Council Member Cathy Meek, *City of Smithville*  
Council Member Robert Garcia, *City of Taylor*  
Judge Andy Brown, *Travis County*  
Commissioner Ann Howard, *Travis County*  
Commissioner Russ Boles, *Williamson County*  
Commissioner Cynthia Long, *Williamson County*  
Senator Pete Flores  
Representative Vikki Goodwin  
Representative Caroline Harris-Davila

- 1. Call to Order and Opening Remarks by the Chair**
- 2. Pledge to U.S. and Texas Flag**
- 3. Recognition of Guests**
- 4. Consider Approving Minutes for the February 12, 2025, Meeting**
- 5. Proclaiming Recognition of National Public Safety Telecommunicator's Week**  
Jenna Barrington, 9-1-1 Assistant Director Policy and Administration
- 6. Consider Approval of the CAPCOG FY 2026 Homeland Security Grant Program Prioritized Project List and Proclamation.**  
Martin Ritchey, Director of Homeland Security
- 7. Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for FY 2026 UASI Common Operating Picture Data Project by the Capital Area Council of Governments.** Martin Ritchey, Director of Homeland Security
- 8. Regional Impact Presentation**  
Community Film Industry Opportunities – Ms. Heather Page, Co-Founding Partner of the Shine Company
- 9. Consider Approving Appointments to Advisory Committees**  
Andrew Hoekzema, Deputy Executive Director
- 10. Liaison EDAC Report**  
Commissioner Howard, Executive Committee Board Member

A closed executive session may be held on any of the above agenda items when legally justified pursuant to Subchapter D of the Texas Open Meetings Act (Texas Government Code Chapter 551).

**11. Regional Round Table / Member Sharing**

Executive Committee Member

**12. Staff Reports**

- Homeland Security Division Update – Martin Ritchey, Director of Homeland Security
- Area Agency on Aging Update – Jennifer Scott, Director of AAA
- Status of Wildfire Threat – Martin Ritchey, Director of Homeland Security

**13. Executive Director Report**

Chris Miller, Executive Director

**14. Adjourn**



## Executive Committee | Summary Minutes

10 a.m., Wednesday, Feb. 12, 2025  
CAPCOG Lantana Room  
6800 Burleson Road  
Building 310, Suite 155  
Austin, Texas 78744

### **Present (18)**

Judge Brett Bray, *Blanco County*, **Chair**  
Council Member Doug Weiss, *City of Pflugerville*, **1<sup>st</sup> Vice Chair**  
Judge Ron Cunningham, *Llano County*, **2<sup>nd</sup> Vice Chair & Parliamentarian**  
Mayor Lew White, *City of Lockhart*, **Immediate Past Chair**  
Mayor Pro Tem Steve Hougen, *City of Granite Shoals*, **Secretary**  
Commissioner Clara Beckett, *Bastrop County*  
Council Member Kevin Hight, *City of Bee Cave*

Commissioner Joe Don Dockery, *Burnet County*  
Commissioner Walt Smith, *Hays County*  
Mr. David McDonald, *City of Leander*  
Commissioner Steven Knobloch, *Lee County*  
Council Member Frank Ortega, *City of Round Rock*  
Mayor Jane Hughson, *City of San Marcos*  
Ms. Cathy Meek, *City of Smithville*  
Mr. Robert Garcia, *City of Taylor*  
Commissioner Ann Howard, *Travis County*  
Judge Andy Brown, *Travis County*  
Commissioner Cynthia Long, *Williamson County*

### **Absent (7)**

Judge Hoppy Haden, *Caldwell County*  
Judge Dan Mueller, *Fayette County*

Council Member Ron Garland, *City of Georgetown*  
Commissioner Russ Boles, *Williamson County*

#### **1. Call to Order and Opening Remarks by the Chair**

Judge Bray called the meeting to order at 10:09 a.m. The pledges of allegiance to the national and state flags.

Judge Cunningham presented Mayor White with a celebratory gavel. Mr. Miller expressed how appreciative everyone is for the time Mayor White served as Chair.

#### **2. Consider Approving Minutes for the January 8, 2025, Meeting**

A motion to approve the minutes for the January 8, 2025 meeting was made by Commissioner Long, and seconded by Mayor Hughson. The motion passed unanimously.

#### **3. Consider Appointment of City of Austin Executive Committee Member**

Chris Miller, Executive Director

Commissioner Long made a motion to approve the appointment of Mayor Watson, and Mayor Hughson seconded the motion. The motion passed unanimously.

#### **4. Consider Approval of Regional Law Enforcement Academy Grant Applications**

Andrew Hoekzema, Deputy Executive Director

Mr. Hoekzema presented the RLEA Resolutions. Mayor Hughson made a motion to approve the resolutions, and Commissioner Howard seconded the motion. The motion passed unanimously.

#### **5. Consider Approval of Commercial Real Estate Broker**

Andrew Hoekzema, Deputy Executive Director

Mr. Hoekzema introduced the commercial real estate broker, Jason Fry and Burt Kennedy. Mr. Hoekzema explained that they had strong recommendations. Mr. Fry explained, Commissioner Howard was familiar with their work. They are a global real estate company. Judge Bray asked if the company had the timeline,

and Mr. Fry told him yes, they did. Mr. Fry said they would like to have a bit more time on the timeline, but they would make it work. Mayor Pro Tem Hougen questioned if there was enough space in CAPCOG's current office building. Mr. Kennedy reassured him there was enough space.

Commissioner Dockery made a motion to approve hiring the commercial real estate broker. Mayor White seconded the motion. The motion passed unanimously.

**6. Consider Approval of Investment Advisor for Retirement Plan**

Edith Wieder, Director of Human Resources

Ms. Wieder explained the retirement plan and the role of the investment advisor.

Commissioner Long made a motion to approve hiring the Hub Financial as the investment advisor, and Mayor Hughson seconded the motion. The motion passed unanimously.

**7. Consider Accepting of Quarterly Investment Report**

Silvia Alvarado, Director of Finance

Ms. Alvarado presented the Quarterly Investment Report.

Council Member Meek made a motion to accept the report, and Commissioner Dockery seconded the motion. The motion passed unanimously.

**8. Consider Approving Administrative Actions Related to CAPCOG's Economic Development Non-Profit Board and Advisory Committee**

Andrew Hoekzema, Deputy Executive Director

Mr. Hoekzema presented on the CAPCOG's Economic Development District Board & Advisory Commission, a nonprofit, change of name request and for the current committee membership to be changed to an advisory committee of CAPCOG. The new name will be the CAPCOG Economic Development Advisory Committee (EDAC). He explained, an executive committee liaison also needs to be appointed. Mr. Hoekzema explained that CAPCOG receives a \$70,000 grant to do economic development activities with the U.S. Economic Development Administration, and the EDAC helps CAPCOG prepare the region's Comprehensive Economic Development Plan (CEDs) as part of this grant. The grants are three-year grants and require a 50 percent match.

1) Mayor Hughson made the motion to adopt a change to the bylaws of the "CAEDD Committee" to rename it the "Economic Development Advisory Committee" (ECAD). Commissioner Smith seconded. Mr. Hoekzema explained everyone that attended at least one meeting last year of the nonprofit board would be appointed to the advisory committee. 2) Commissioner Long made the motion to appoint a non-voting Executive Committee liaison to the ECAD. Commissioner Smith seconded the motion. 3) Mayor Hughson made the motion to appoint the voting members of the ECAD from the current membership of the CAEDD nonprofit board of directors. Commissioner Dockery seconded. 4) Mayor Hughson made the motion to appoint the CAPCOG Executive Committee in full as the members of the CAEDD nonprofit board. Judge Cunningham seconded the motion. The motions all passed unanimously.

Mayor Hughson inquired about the frequency of the CEDs. Mr. Hoekzema said they were once every five years with annual updates.

**9. Consider Approving Committee Appointments**

Andrew Hoekzema, Deputy Executive Director

Mr. Hoekzema presented the appointments. He explained, the Austin EMC has to be appointed because of

the way the bylaws are written. The nominee for the Aging Advisory Committee for Travis County can also be added to the action today. Commissioner Howard said that her Policy Advisor, Lucy Oglesby is the Travis County appointee. There's an appointment for GISPC to replace the City of Austin representatives. Commissioner Long said they would have someone by March for the EMS vacancy. Commissioner Smith inquired about fire and EMS representatives on the committee. Mr. Ritchey said there is representation of by fire departments on the Homeland Security Taskforce. Mr. Hoekzema pointed out there's a need to have a balanced composition of different disciplines on the Criminal Justice Advisory Committee. Mayor Pro Tem Weiss asked about the Emergency Services Districts could fill the EMS spot for the Homeland Security Task Force large city spot. Mr. Hoekzema said the advisory committees are there to serve the local governments, so yes. Commissioner Long made a motion to approve the four appointments and Commissioner Howard seconded the motion. The motion passed unanimously.

## **10. Staff Reports**

### **Regional Law Enforcement Academy Update, and Regional Services and Planning Update**

Chris Miller, Executive Director

Mr. Miller said the Executive Committee Officers had an opportunity to meet the auditors, Whitley Penn. The audit has started. Whitley Penn will be sending questionnaires to the Board members. Mr. Miller encouraged the Board to complete and submit the questionnaires. Ms. Alvarado said, Whitley Penn desires to get at least 50 percent of the questionnaires back.

Mr. Miller mentioned the federal freeze, and how it did not and how most of it did not pertain to CAPCOG. The CAPCOG Business Continuity Plan was examined to decide the best steps to take if the federal freeze had lasted for an extended period. Details are forthcoming and will be provided to the Board, regarding CAPCOG programs that could have been impacted had the freeze lasted longer. One of these suggestions in emergency situations could be securing a line of credit for CAPCOG that would be subject to procedures the Board would put in place.

Ms. Tonya Domingo, Academy Officer Coordinator for RLEA provided an update on personnel changes. From May 2024 to January 2025 there was a shortage of one staff member. This was impactful because there were only three staff members in the division. Several instructors recently retired. Steps have been taken to get those slots filled. The cadets are not only taught the basic peace officer requirements but also obtain the standardized field sobriety qualification; patrol baton training; OC Spray training; Body-worn Certification training; Radar and Lidar training; Law Enforcement Flying Arms training; FEMA Classes 100, 200, 700, and 800. The current class has 47 cadets. She said the next BPOC will start on June 23, 2025. There was no in-service training last quarter because there were no instructors available. RLEA is working on getting VA benefits reinstated for cadets taking a basic peace officer course.

Commissioner Long mentioned one of the reasons the VA benefits were dropped is because if students completed 99 percent of the training then dropped out, the VA would not reimburse us for anything. Ms. Domingo thinks the rules have changed and will research further. Commissioner Howard thanked Ms. Domingo for her hard work.

Charles Simon, Director of Regional Planning Services, provided an update of the RPS program. He introduced new employee, Simon Fichter. Mr. Fichter is working on finding a workplan for the transportation program. RPS is looking to utilize unspent funds of the Solid Waste Program. The grant applications deadline is February 13, 2025 for the criminal justice grants. Sixty-seven agencies have started grant submissions. The scoring this year is electronic, which allows quick and accurate ranking.

**11. Adjourn**

The meeting adjourned at 11:23 a.m.

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Mayor Pro Tem Dr. Steve Hougen, Secretary  
Capital Area Council of Governments  
Executive Committee

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Date

**CAPITAL AREA COUNCIL OF GOVERNMENTS  
EXECUTIVE COMMITTEE MEETING**

**MEETING DATE:** March 12, 2025

**AGENDA ITEM:** 5. Consider Adopting a Proclamation Recognizing April 13-19, 2025, as National Public Safety Telecommunicators Week

**GENERAL DESCRIPTION OF ITEM:**

Each year, the second full week in April is designated as National Public Safety Telecommunicator Week to honor their commitment, service, and sacrifice. Both the U.S. President and the Texas Governor issue official proclamations recognizing the work of Public Safety Telecommunicators. This year, National Public Safety Telecommunicators Week is April 13<sup>th</sup> through 19<sup>th</sup>, 2025. To express recognition, appreciation, and support of all Public Safety Telecommunicators in the region, staff recommends adoption of the attached proclamation.

**THIS ITEM REPRESENTS A:**

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to previously discussed item
- Special item requested by board member.
- Other

**PRIMARY CONTACT/STAFF MEMBER:** Jenna Barrington, 9-1-1 Assistant Director, Policy and Admin

**BUDGETARY IMPACT OF AGENDA ITEM:**

Total estimated cost: N/A

Source of funds: N/A

Is item already included in fiscal year budget?  Yes  No

Does item represent a new expenditure?  Yes  No

Does item represent a pass-through purchase?  Yes  No

If so, for what city/county/etc.? N/A

**PROCUREMENT:** N/A

**ACTIONS REQUESTED:** Consider adopting a proclamation recognizing National Public Safety Telecommunicators Week.

**BACK-UP DOCUMENTS ATTACHED:**

1. Proclamation recognizing April 13-19, 2025, as National Public Safety Telecommunicators Week

**BACK-UP DOCUMENTS NOT ATTACHED** (to be sent prior to meeting or will be a handout at the meeting): None

EXECUTIVE COMMITTEE MEETING

MEETING DATE: March 12, 2025  
AGENDA ITEM: 6. Consider Approval of the CAPCOG FY 2026 Homeland Security Grant Program Prioritized Project List and Proclamation

GENERAL DESCRIPTION OF ITEM:

In accordance with the Regional Program Review Process Guidance adopted by the Executive Committee at its November 13, 2024, meeting, the CAPCOG Homeland Security Task Force (HSTF) has conducted a multi-step process to solicit project applications from eligible jurisdictions. Subcommittees of the HSTF have conducted a preliminary review & discipline-based ranking in accordance with state and federal guidelines. At the March 6, 2025, meeting, the HSTF will review and rank the list to be submitted to the Executive Committee.

The HSTF prioritized list of projects to be considered by the Executive Committee will be provided at the March 12, 2025, meeting. The State’s deadline for the submission of CAPCOG’s prioritized list of projects will be sometime within 14 days of the Office of the Governor (OOG) review of applications. This deadline will take place before the next CAPCOG Executive Committee meeting. The OOG has not provided a general estimate of funding expected this year. There are six National Priority Areas (NPA) of funding: enhancing the protection of soft targets/crowded places, enhancing information and intelligence sharing and analysis, combating domestic violent extremism, enhancing cybersecurity, enhancing community preparedness and resilience, and enhancing election security. Thirty percent (30%) of Texas’ SHSP funds will be invested in projects supporting the NPAs. This, in addition to the requirement that thirty-five percent (35%) of HSGP be used for Law Enforcement Terrorism Prevention Activities (LEPTA), accounts for the large reduction year after year in our funding. A table of all active pre-evaluated projects is included with this agenda item.

The Homeland Security Grant Program has changed significantly over the past several grant cycles. Our projects have been coordinated to meet FEMA Critical Priority Investment Area targets as outlined above.

THIS ITEM REPRESENTS A:

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to previously discussed item
- Special item requested by board member
- Other

PRIMARY CONTACT/STAFF MEMBER: **Martin Ritchey, Director, Homeland Security**

BUDGETARY IMPACT:

Total estimated cost: NA

Source of Funds: Federal Homeland Security Grant Program

- Is item already included in fiscal year budget?  Yes  No
- Does item represent a new expenditure?  Yes  No
- Does item represent a pass-through purchase?  Yes  No
- If so, for what city/county/etc.? \_\_\_\_\_

PROCUREMENT: N/A



**ACTION REQUESTED:**

Consider approval of the CAPCOG FY 2026 Homeland Security Grant Program Prioritized Project List and Proclamation.

**BACK-UP DOCUMENTS ATTACHED:**

CAPCOG FY 2026 Homeland Security Grant Program Non-Prioritized grant list

**BACK-UP DOCUMENTS NOT ATTACHED** *(to be sent prior to meeting or will be a handout at the meeting):*

Final CAPCOG FY 2026 Homeland Security Grant Program Prioritized Project List from HSTF



# A PROCLAMATION AUTHORIZING THE APPROVAL OF THE CAPCOG FY 2026 HOMELAND SECURITY GRANT PROGRAM (HSGP ) PRIORITIZED PROJECT LIST

**WHEREAS**, the Capital Area Council of Governments (CAPCOG) is a political subdivision of the State, serving Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, and Williamson Counties; and,

**WHEREAS**, The Homeland security Grant Program (HSGP) is one of three grant programs that support the Department of Homeland Security and the Federal Emergency Management Agency (FEMA) focus on enhancing the ability of all-levels of government and nonprofit organizations to prevent, prepare for, protect against, and respond to potential terrorist attacks; and,

**WHEREAS**, the Office of the Governor has not provided a general estimate of expected funding; and,

**WHEREAS**, the CAPCOG projects have been coordinated to meet the Federal Emergency Management Agency Critical Priority Investment Area targets: enhancing the protection of soft targets and crowded places, enhancing intelligence and information sharing and analysis, combating domestic violent extremism, enhancing cybersecurity, enhancing community preparedness and resilience, and enhancing election security, and

**WHEREAS**, the CAPCOG Homeland Security Task Force conducted a multi-step process to solicit, review, and rank HSGP project application from eligible jurisdictions; and,

**WHEREAS**, the CAPCOG Homeland Security Task Force has approved the CAPCOG FY 2026 HSGP Prioritized Project List; and

**THEREFORE, BE IT RESOLVED**, that the Capital Area Council of Governments Executive Committee hereby approves the CAPCOG FY 2026 HSGP Prioritized Project List.

Resolution adopted by the Capital Area Council of Governments Executive Committee this 12th day of March, 2025.

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Judge Brett Bray, Chair  
Executive Committee  
Capital Area Council of Governments

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Mayor Pro Tem, Secretary  
Executive Committee  
Capital Area Council of Governments

2025-2026 SHSP Grants

Grant Number	Project Title	Grantee Name	County	Budget	Cumulative
2956810	ST/CP - CAPCOG Training and Exercises	Capital Area Council of Governments	Travis	\$150,000.00	\$150,000.00
2956911	CAPCOG Regional Planning	Capital Area Council of Governments	Travis	\$478,795.00	\$628,795.00
3757807	Tier II Reporting	Capital Area Council of Governments	Travis	\$27,500.00	\$656,295.00
4710703	IISC - ARIC - Fusion Center	Austin, City of	Travis	\$465,857.89	\$1,122,152.89
4753402	Regional CERT Project	Capital Area Council of Governments	Travis	\$38,500.00	\$1,160,652.89
5324601	Hays County License Plate Reader Project	Hays County	Hays	\$65,079.60	\$1,225,732.49
5325101	Hays County Xray Imager and Detection Project	Hays County	Hays	\$57,952.22	\$1,283,684.71
5345001	Enhancing Community Preparedness and Resilience	The University of Texas at Austin	Travis	\$225,195.00	\$1,508,879.71
5381901	Austin - AFD 3- Monitor Maintenance Project	Austin, City of	Travis	\$184,238.13	\$1,693,117.84
5385701	AFD 1 - Proengin AP4C	Austin, City of	Travis	\$200,000.00	\$1,893,117.84
5388601	AFD 2 - NFPA 1994 Class 1 MultiThreat suits	Austin, City of	Travis	\$156,457.52	\$2,049,575.36
5391901	Austin - HSEM 4 - Continuity and Disaster Recovery P	Austin, City of	Travis	\$210,526.32	\$2,260,101.68
5392101	Leander UAS	Leander, City of	William	\$100,000.00	\$2,360,101.68
5393001	Austin - HSEM 2 - EOC Technology Enhancements	Austin, City of	Travis	\$440,000.00	\$2,800,101.68
5394801	Austin - ATCEMS - Specialized Vehicle Response Pac	Austin, City of	Travis	\$197,410.02	\$2,997,511.70
5396201	Austin - HSEM 1 - All-Hazards Evacuation & Capital A	Austin, City of	Travis	\$40,947.37	\$3,038,459.07
5400301	Austin - SWAT/EOD- Regional Special Response Team	Austin, City of	Travis	\$184,402.11	\$3,222,861.18
5401301	Austin - HSEM 3 - Bomb-Making Material Awareness I	Austin, City of	Travis	\$108,000.00	\$3,330,861.18
5405701	Law Enforcement Surveillance Trailer	Bastrop, City of	Bastrop	\$30,700.00	\$3,361,561.18
<b>Grand Total</b>				<b>\$3,361,561.18</b>	

## EXECUTIVE COMMITTEE MEETING

MEETING DATE: March 12, 2025

AGENDA ITEM: 7. Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for FY 2026 UASI Common Operating Picture Data Project by the Capital Area Council of Governments

### GENERAL DESCRIPTION OF ITEM:

Our Regional Notification System (RNS) that powers Warn Central Texas is managed by Everbridge. They have some new technology that integrates open-source data, curated data, and Geographic Information Systems (GIS) locations for our regional public safety agency awareness. This add-on will provide stakeholders with timely, focused information about their jurisdiction or areas impacting the region. Identified data streams feed directly through Everbridge notifications (sent to public safety officials) automatically. A GIS map will display all the Common Operating Picture issues on a city, county, or regional level. Once the initial data integration programming is completed, the sustaining subscription will be \$65,000 per year.

This grant was not previously addressed by the Executive Committee. The Urban Area Security Initiative (UASI) is run by the Office of the Governor and the funding pool is separate from the Homeland Security Grant Program (HSGP).

### THIS ITEM REPRESENTS A:

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to a previously discussed item
- Special item requested by board member
- Other

PRIMARY CONTACT/STAFF MEMBER: **Martin Ritchey, Director of Homeland Security**

### BUDGETARY IMPACT:

Total estimated cost: \$111,200

Source of Funds: Federal Homeland Security Grant Program

Is item already included in fiscal year budget?  Yes  No

Does item represent a new expenditure?  Yes  No

Does item represent a pass-through purchase?  Yes  No

If so, for what city/county/etc.? \_\_\_\_\_

PROCUREMENT: N/A

### ACTION REQUESTED:

Consider a Resolution Authorizing Submittal of the Homeland Security Grant Program Application for FY 2026 UASI Common Operating Picture Data Project by the Capital Area Council of Governments

### BACK-UP DOCUMENTS ATTACHED:

1. HS FY 2026 UASI Common Operating Picture Data Project Grant Resolution

BACK-UP DOCUMENTS NOT ATTACHED (to be sent prior to meeting or will be a handout at the meeting):

N/A

**CAPITAL AREA COUNCIL OF GOVERNMENTS  
EXECUTIVE COMMITTEE MEETING**

**MEETING DATE:** March 12, 2025

**AGENDA ITEM:** 8. Regional Impact Presentation.

**GENERAL DESCRIPTION OF ITEM:**

The Shine Company helps capitalize on changes within the creative media industries by delivering transformative solutions that fit local businesses. Mr. Miller, Mr. Simon, and Mr. Canales met with Heather Page, Co-Founder of The Shine Company. Ms. Page will provide the Board with a presentation.

**THIS ITEM REPRESENTS A:**

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to previously discussed item
- Special item requested by board member.
- Other

**PRIMARY CONTACT/STAFF MEMBER:** **Chris Miller, Executive Director**

**BUDGETARY IMPACT OF AGENDA ITEM:**

Total estimated cost: N/A

Source of funds: N/A

Is item already included in fiscal year budget?  Yes  No

Does item represent a new expenditure?  Yes  No

Does item represent a pass-through purchase?  Yes  No

If so, for what city/county/etc.? N/A

**PROCUREMENT:** N/A

**ACTIONS REQUESTED:** N/A

**BACK-UP DOCUMENTS ATTACHED:**

**BACK-UP DOCUMENTS NOT ATTACHED** (to be sent prior to meeting or will be a handout at the meeting): None

## EXECUTIVE COMMITTEE MEETING

MEETING DATE: March 12, 2025

AGENDA ITEM: 9. Consider Approving Appointments to Advisory Committees

### GENERAL DESCRIPTION OF ITEM:

This is the monthly item for filling positions on CAPCOG's advisory committees. Please let us know if our staff can assist in identifying interested persons to serve. It is presumed that both city and county representatives will collaborate when making appointments.

### THIS ITEM REPRESENTS A:

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to a previously discussed item
- Special item requested by board member
- Other

PRIMARY CONTACT/STAFF MEMBER:

Chris Miller, Executive Director

### BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: N/A

Is item already included in fiscal year budget?  Yes  No

Does item represent a new expenditure?  Yes  No

Does item represent a pass-through purchase?  Yes  No

If so, for what city/county/etc.? \_\_\_\_\_

PROCUREMENT: N/A

### ACTION REQUESTED:

Approve any recommended advisory committee appointments

### BACK-UP DOCUMENTS ATTACHED:

1. Advisory Committee Vacancy Memo
2. Nomination Forms

### BACK-UP DOCUMENTS NOT ATTACHED:

Advisory Committee Roster and Attendance Record



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[www.capcog.org](http://www.capcog.org)

BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

## MEMORANDUM

March 3, 2025

**TO: Executive Committee**

**FROM: Chris Miller, CAPCOG Executive Director**

**RE: Advisory Committee Vacancies and Recommended Appointments**

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CAPCOG's advisory committees have the following vacancies:

**1. Aging Advisory Council (AAC)\*:**

- a. Burnet County (1 vacancy since November 2021)
- b. Llano County (1 vacancy since December 2024): Judge Cunningham has nominated Brent Richards, Llano County Commissioner, Precinct 3

**2. Criminal Justice Advisory Committee (CJAC):**

- a. At least 3 members needed with disciplines other than "Law Enforcement" due to OOG requirements
- b. Llano County (1 vacancy since September 2024): Judge Cunningham has nominated Toby Fletcher, Director of Alternative Education at Llano Independent School District in the "Education" discipline.
- c. City of Austin (2 vacancies out of 3 seats, 1 since March 2023, 1 since May 2022).
- d. At-large positions can be temporarily added to meet OOG composition requirements.
  - i. Dr. Eloise Sepeda has self-nominated by CJAC Vice-Chair Latreese Cook in the "Juvenile Justice" discipline.
  - ii. Victoria Berry of the Greater San Marcos Youth Council has been nominated by CAPCOG staff to ensure compliance with the representation requirements; she would fall into the "juvenile justice" discipline.

**3. GIS Planning Council**

- a. Llano County (1 vacancy since September 2024): Judge Cunningham has nominated Tracie Davidson, Llano County 911 Coordinator, for this position

**4. Homeland Security Task Force (HSTF)\*\*:**

- a. Metro Emergency Management Coordinator (pop. 900,000+, 1 vacancy since February 14, 2025): Jim Redick has taken over as City of Austin's Director of Homeland Security and Emergency Management; this is technically the only position that can qualify for this slot.

b. Large Emergency Medical Services (pop. 25,000 – 899,999, 1 vacancy since January 31, 2025)

**5. Law Enforcement Education Committee (LEEC):**

a. 1 Public Member (1 vacancy since November 5, 2024)\*\*\*

**6. Solid Waste Advisory Committee (SWAC):**

a. Burnet County (1 vacancy since December 2024): Commissioner Dockery has nominated Chad Collier, Burnet County Commissioner, Precinct 3.

Actions requested at the March 12, 2025, meeting include the following:

1. Appoint Commissioner Brent Richards to fill the Llano County vacancy on the AAC;
2. Appoint Tracie Davidson to fill the Llano County vacancy on the GISPC;
3. Appoint Toby Fletcher to fill the Llano County vacancy on the CJAC;
4. Appoint Dr. Eloise Sepeda as an at-large member of the CJAC;
5. Appoint Victoria Berry as an at-large member of the CJAC;
6. Appoint Jim Redick to fill the Metro City EMC vacancy on the HSTF; and
7. Appoint Commissioner Chad Collier to fill the Burnet County vacancy on the SWAC.

Nominations for filling vacancies may also be made at the meeting itself. If you have someone you would like to nominate for a position, please request a nomination form and submit it to Shaun Seale at [sseale@capcog.org](mailto:sseale@capcog.org)

Note that there are special requirements for the composition of some committees that need to be met that may constrain who is able to be appointed. Please contact the relevant staff contact for the committee if you have questions about a potential nominee's eligibility.

\*Please note that we are able to count AAC meeting participation as an in-kind match for administration of our Area Agency on Aging, reducing the amount of local cash match required from CAPCOG's budget.

\*\* The large EMS vacancy was created as a result of Mike Knipstein stepping down from his position at Williamson County EMS. The HSTF typically makes recommendations to the Executive Committee for filling vacancies before the Executive Committee has voted on appointments.

\*\*\*In order to qualify as a "public member" of the LEEC, based on state law, an individual must be able to meet all of the following criteria:

- Neither the person or their spouse is registered, certified, or licensed by an occupational regulatory agency in the field of law enforcement.
- Neither the person or their spouse is employed by or participates in the management of a business entity or other organization regulated by the Texas Commission on Law Enforcement (TCOLE) or receiving funds from TCOLE.
- Neither the person or their spouse owns or controls, directly or indirectly, more than a 10 percent interest in a business entity or other organization regulated by TCOLE or receiving funds from the commission.
- Neither the person or their spouse uses or receives a substantial amount of tangible goods, services, or funds from the commission, other than compensation or reimbursement authorized by law for commission membership, attendance, or expenses.
- Neither the person or their spouse is an officer, employee, or paid consultant of a law enforcement labor union.





## Aging Advisory Council Nomination Form

### **Basic Information**

Name of Nominee: Brent Richards

Title of Nominee: Llano County Commissioner Precinct 3

Entity or Organization: Llano County

Email: [brichards@co.llano.tx.us](mailto:brichards@co.llano.tx.us)

Phone Number: 512-793-2007

Mailing Address: 8347 RR 1431 Buchanan Dam, Texas 786909

Nominated By (including self): Llano County Judge Ron Cunningham

### **Which jurisdiction(s) is this person eligible to represent (lives in or works in):**

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Bastrop County | <input type="checkbox"/> Blanco County     | <input type="checkbox"/> Burnet County  | <input type="checkbox"/> Caldwell County         |
| <input type="checkbox"/> Fayette County | <input type="checkbox"/> Hays County       | <input type="checkbox"/> Lee County     | <input checked="" type="checkbox"/> Llano County |
| <input type="checkbox"/> Travis County  | <input type="checkbox"/> Williamson County | <input type="checkbox"/> City of Austin |  |

### **Statutory representation questions – please select all that apply**

- Aged 60 or older (at least ½ of all members must be 60 or older)
- Ethnic/racial minority
- Representative of persons aged 60 or older
- Representative of health care provider organizations
- Representative of veteran health care providers
- Representative of organization providing supportive services for older adults
- Leadership experience in the private or voluntary sectors
- Local elected official – which jurisdiction? Llano County

Received by CAPCOG 2/13/2025



## Criminal Justice Advisory Committee Nomination Form

### Basic Information

Name of Nominee: Dr. Eloise Sepeda

Title of Nominee: Founder

Entity or Organization: Harmony One Restorative Justice

Email: eloisesepeda@gmail.com

Phone Number: (512)954-4274

Mailing Address: 1664 Hillside Terrace Apt 3415 Buda TX 78610

Nominated By (including self): Latreese Cooke

### Which jurisdiction(s) is this person eligible to represent (lives in or works in):

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Bastrop County | <input type="checkbox"/> Blanco County          | <input type="checkbox"/> Burnet County  | <input type="checkbox"/> Caldwell County    |
| <input type="checkbox"/> Fayette County | <input checked="" type="checkbox"/> Hays County | <input type="checkbox"/> Lee County     | <input type="checkbox"/> Llano County       |
| <input type="checkbox"/> Travis County  | <input type="checkbox"/> Williamson County      | <input type="checkbox"/> City of Austin | <input type="checkbox"/> City of Round Rock |

### Which of the required disciplines best categorizes this person?

- |  |  |  |                                |
|--|--|--|--------------------------------|
| <input type="checkbox"/> Education     | <input checked="" type="checkbox"/> Juvenile Justice | <input type="checkbox"/> Law Enforcement |                                |
| <input type="checkbox"/> Mental Health | <input type="checkbox"/> Prosecution/Courts          | <input type="checkbox"/> Victim Services | <input type="checkbox"/> Other |

### Nominees for alternates

Is this person being nominated to be a primary member or an alternate? (choose 1)

- Primary                       Alternate

If nominated as an alternate, who is this person being nominated to serve as an alternate for?

Name of Current CJAC Member: \_\_\_\_\_

### **Staff Use Only:**

1: If a primary member, does this person's discipline already constitute more than 1/3 of the voting members of the committee?     Yes                       No

2: If an alternate primary, does this person's discipline and geography match both the current CJAC member listed on the form?     Yes                       No

3: Would adding this person as an at-large position help resolve an imbalance in disciplines on the committee?                       Yes                       No



## Criminal Justice Advisory Committee Nomination Form

### Basic Information

Name of Nominee: Victoria Berry

Title of Nominee: Associate Director

Entity or Organization: Greater San Marcos Youth Council

Email: vberry@gsmyc.org

Phone Number: 512-754-0500

Mailing Address: 1402 N Interstate 35, San Marcos, TX 78666

Nominated By (including self): Karina Trevino

### Which jurisdiction(s) is this person eligible to represent (lives in or works in):

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Bastrop County | <input type="checkbox"/> Blanco County          | <input type="checkbox"/> Burnet County  | <input type="checkbox"/> Caldwell County    |
| <input type="checkbox"/> Fayette County | <input checked="" type="checkbox"/> Hays County | <input type="checkbox"/> Lee County     | <input type="checkbox"/> Llano County       |
| <input type="checkbox"/> Travis County  | <input type="checkbox"/> Williamson County      | <input type="checkbox"/> City of Austin | <input type="checkbox"/> City of Round Rock |

### Which of the required disciplines best categorizes this person?

- |  |  |  |                                |
|--|--|--|--------------------------------|
| <input type="checkbox"/> Education     | <input checked="" type="checkbox"/> Juvenile Justice | <input type="checkbox"/> Law Enforcement |                                |
| <input type="checkbox"/> Mental Health | <input type="checkbox"/> Prosecution/Courts          | <input type="checkbox"/> Victim Services | <input type="checkbox"/> Other |

### Nominees for alternates

Is this person being nominated to be a primary member or an alternate? (choose 1)

- Primary                       Alternate

If nominated as an alternate, who is this person being nominated to serve as an alternate for?

Name of Current CJAC Member: \_\_\_\_\_

### **Staff Use Only:**

- 1: If a primary member, does this person's discipline already constitute more than 1/3 of the voting members of the committee?     Yes                       No
- 2: If an alternate primary, does this person's discipline and geography match both the current CJAC member listed on the form?     Yes                       No
- 3: Would adding this person as an at-large position help resolve an imbalance in disciplines on the committee?                       Yes                       No





# Criminal Justice Advisory Committee Nomination Form

## Basic Information

Name of Nominee: Toby Fletcher  
Title of Nominee: Director of Alternative Education  
Entity or Organization: Llano ISD  
Email: tfletcher@llanoisd.org  
Phone Number: 325-248-2275  
Mailing Address: 1400 Oatman St, Llano, Texas 78643  
Nominated By (including self): Judge Ron Cunningham

## Which jurisdiction(s) is this person eligible to represent (lives in or works in):

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Bastrop County | <input type="checkbox"/> Blanco County     | <input type="checkbox"/> Burnet County  | <input type="checkbox"/> Caldwell County         |
| <input type="checkbox"/> Fayette County | <input type="checkbox"/> Hays County       | <input type="checkbox"/> Lee County     | <input checked="" type="checkbox"/> Llano County |
| <input type="checkbox"/> Travis County  | <input type="checkbox"/> Williamson County | <input type="checkbox"/> City of Austin | <input type="checkbox"/> City of Round Rock      |

## Which of the required disciplines best categorizes this person?

- |   |   |  |                                |
|---|---|--|--------------------------------|
| <input checked="" type="checkbox"/> Education | <input type="checkbox"/> Juvenile Justice   | <input type="checkbox"/> Law Enforcement |                                |
| <input type="checkbox"/> Mental Health        | <input type="checkbox"/> Prosecution/Courts | <input type="checkbox"/> Victim Services | <input type="checkbox"/> Other |

## Nominees for alternates

Is this person being nominated to be a primary member or an alternate? (choose 1)

- Primary                       Alternate

If nominated as an alternate, who is this person being nominated to serve as an alternate for?

Name of Current CJAC Member: \_\_\_\_\_

### **Staff Use Only:**

- 1: If a primary member, does this person's discipline already constitute more than 1/3 of the voting members of the committee?     Yes               No
- 2: If an alternate primary, does this person's discipline and geography match both the current CJAC member listed on the form?     Yes               No
- 3: Would adding this person as an at-large position help resolve an imbalance in disciplines on the committee?                       Yes               No



## GIS Planning Council Nomination Form

### **Basic Information**

Name of Nominee: Tracie Davidson

Title of Nominee: Llano County 911 Coordinator

Entity or Organization: Llano County

Email: 911addressing@co.llano.tx.us

Phone Number: 325-247-2039

Mailing Address: 100 W Sandstone St, Ste 200A, Llano, TX 78643

Nominated By (including self): Llano County Judge Ron Cunningham

### **Which jurisdiction(s) is this person eligible to represent (lives in or works in):**

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Bastrop County | <input type="checkbox"/> Blanco County     | <input type="checkbox"/> Burnet County  | <input type="checkbox"/> Caldwell County         |
| <input type="checkbox"/> Fayette County | <input type="checkbox"/> Hays County       | <input type="checkbox"/> Lee County     | <input checked="" type="checkbox"/> Llano County |
| <input type="checkbox"/> Travis County  | <input type="checkbox"/> Williamson County | <input type="checkbox"/> City of Austin |  |

Received by CAPCOG 2/13/2025



## Solid Waste Advisory Committee Nomination Form

### **Basic Information**

Name of Nominee: Chad Collier

Title of Nominee: Commissioner, Pct. 3

Entity or Organization: Burnet County

Email: ccollier@burnetcountytexas.org

Phone Number: TBD

Mailing Address: 220 S. Pierce Street, Burnet, TX 78611

Nominated By (including self): Commissioner Joe Don Dockery (Burnet County Commissioners Court)

### **Which jurisdiction(s) is this person eligible to represent (lives in or works in):**

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Bastrop County | <input type="checkbox"/> Blanco County     | <input checked="" type="checkbox"/> Burnet County | <input type="checkbox"/> Caldwell County |
| <input type="checkbox"/> Fayette County | <input type="checkbox"/> Hays County       | <input type="checkbox"/> Lee County               | <input type="checkbox"/> Llano County    |
| <input type="checkbox"/> Travis County  | <input type="checkbox"/> Williamson County | <input type="checkbox"/> City of Austin           |  |

### **Which of the at-large positions is this person eligible to represent, if any? (select at least 1)**

- Individual with Household Hazardous Waste Expertise
- Private Operator
- Citizen/Environmental
- Educational
- N/A